

**AIRCRAFT DISPATCHER**  
**UNIT 4 – AIRCRAFT USE REPORT**  
**STUDENT WORKBOOK**

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UNIT OBJECTIVE

Demonstrate the ability to objectively review an OAS-23 or FS-122 prior to submission for payment.

## NOTES

I. OAS-23

- A. Verify all entries on OAS-23.
- B. Sign for services received.
- C. Ensure pilot/contractor signature.
- D. Verify billee and program charge codes.

Multiple program cost user breakout

- E. Ensure timely submission for payment.

Prompt payment discount—within 30 days

- F. Assure completion.

- Neat
- Readable

- G. Obtain authorizing official's signature.

H. Submit copies.

- AMD–white copy
- Vendor–blue copy
- Agency–yellow copy

## II. FLIGHT USE REPORT–FS 6500-122 INSTRUCTIONS

A. Verify all entries on FS-122.

B. Sign for services received.

C. Ensure pilot/contractor signature.

D. Verify billee and program charge codes.

Multiple program cost user breakout

E. Ensure timely submission for payment.

Prompt payment discount—within 30 days

F. Assure completion.

- Neat
- Readable

G. Obtain authorizing official's signature.

H. Submit copies.

- USFS
- Vendor
- Local Agency

## NOTES

INTERAGENCY HELICOPTER OPERATIONS GUIDE  
Appendix D - Contract Administration; Agency Flight Payment Documents

Exhibit D-9: Instructions For Completion Of OAS-23  
Aircraft Use Report

# Aircraft Use Report

## OAS-23

## Instructions

OAS-23 1289(1) <b>AIRCRAFT USE REPORT</b>										U.S. DEPARTMENT OF THE INTERIOR OFFICE OF AIRCRAFT SERVICES P.O. BOX 15428 4343 AIRCRAFT DRIVE BOISE, ID 83715-5428 ANCHORAGE, AK 99502-1062 FTS 389-2755/2760 CR 208-389-2755/2760 907-243-3320/4330				RED IS FOR OAS USE ONLY RECEIVED DATE 012345		
COMPANY NAME & ADDRESS				CONTRACT/BOA NO.		ITEM NO.		AIRCRAFT MAKE & MODEL		PILOT NAME (PIC) Print		SERV. AGMT. NO.		AC CONTROL NO.		
TELEPHONE NO.				AIRCRAFT DESIGNATED BASE (City/St.)		AIRCRAFT FAA REGISTRATION NO.		PILOT NAME (2nd PIC) Print		AGENCY ORDER NO.						
				HIRED (Date & Time)		RELEASED (Date & Time)		OTHER CREW MEMBER								
DATE			FAA IDENTIFIER		START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD		PILOT INITIAL	BILLER CODE	USE CODE	USER ORGANIZATION AND CHARGE CODES	SIGNED RECEIVED	TAX CODE
M	D	Y	FROM	TO					PAX	CARGO						
1.	•	•	•				•									
2.	•	•	•				•									
3.	•	•	•				•									
4.	•	•	•				•									
5.	•	•	•				•									
6.	•	•	•				•									
7.	•	•	•				•									
8.	•	•	•				•									
9.	•	•	•				•									
10.	•	•	•				•									

Other Charges/Credits (Add attachments if necessary)

I certify that the above record of services is correct and no payment has been received.		I certify that the above services were received		AGENCY TELEPHONE NO. ( ) FTS ( ) COMM.		AGENCY	
SIGNATURE OF CONTRACTOR/AGENT/PILOT		SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		AGENCY ADDRESS			
NAME (print)		NAME (print)		DATE		DATE	

WHITE - ORIGINAL OAS COPY  
BLUE - VENDOR'S COPY

**INTERAGENCY HELICOPTER OPERATIONS GUIDE**  
**Appendix D - Contract Administration; Agency Flight Payment Documents**

**Exhibit D-10: Instructions For Completion Of  
OAS-23 Aircraft Use Report (Cont.)**

<p><b>Enter the OAS Contract Number or Basic Ordering Agreement (BOA) Number. This is available from either the vendor, the Contract, or the OAS Source List (aircraft are listed by State, then alphabetically by city / town according to the aircraft's designated base).</b></p>		<p><b>Enter Vendor's Name, Address &amp; Telephone Number.</b></p>		<p><b>Enter the aircraft manufacturer and the model name or number.</b></p>		<p><b>Print the Pilot-in-Command's Name</b></p>	
<p>COMPANY NAME &amp; ADDRESS</p>		<p>CONTRACT/BOA NO.</p>		<p>ITEM NO.</p>		<p>PILOT NAME (PIC) Print</p>	
<p>TELEPHONE NO.</p>		<p>AIRCRAFT DESIGNATED BASE (City/State)</p>		<p>AIRCRAFT MAKE &amp; MODEL</p>		<p>PILOT NAME (2nd PIC) Print</p>	
<p>DATE</p>		<p>FAA IDENTIFIER</p>		<p>RELEASED (Date &amp; Time)</p>		<p>OTHER CREW MEMBER</p>	
<p>START</p>		<p>STOP</p>		<p>ELAPSED TIME</p>		<p>Enter the FAA Registration ("tail" or "N") Number.</p>	
<p>QUANT</p>		<p>Other Charges/Credits (Add attachments if necessary)</p>		<p>Complete only for BOA Aircraft. Enter date and time aircraft/crew were released from service. Use 24-hour time clock.</p>		<p>Print the name of any other authorized crew member for which payment is authorized. Utilize the "Other Charges/Credits" block to explain, or if there is more than one "Other Crew Member".</p>	
<p>1a</p>		<p>1b</p>		<p>1c</p>		<p>1d</p>	
<p>1e</p>		<p>1f</p>		<p>1g</p>		<p>1h</p>	
<p>1i</p>		<p>1j</p>		<p>1k</p>		<p>1l</p>	
<p>1m</p>		<p>1n</p>		<p>1o</p>		<p>1p</p>	
<p>1q</p>		<p>1r</p>		<p>1s</p>		<p>1t</p>	
<p>1u</p>		<p>1v</p>		<p>1w</p>		<p>1x</p>	
<p>1y</p>		<p>1z</p>		<p>2a</p>		<p>2b</p>	
<p>2c</p>		<p>2d</p>		<p>2e</p>		<p>2f</p>	
<p>2g</p>		<p>2h</p>		<p>2i</p>		<p>2j</p>	
<p>2k</p>		<p>2l</p>		<p>2m</p>		<p>2n</p>	
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<p>3a</p>		<p>3b</p>		<p>3c</p>		<p>3d</p>	
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<p>3i</p>		<p>3j</p>		<p>3k</p>		<p>3l</p>	
<p>3m</p>		<p>3n</p>		<p>3o</p>		<p>3p</p>	
<p>3q</p>		<p>3r</p>		<p>3s</p>		<p>3t</p>	
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<p>3y</p>		<p>3z</p>		<p>4a</p>		<p>4b</p>	
<p>4c</p>		<p>4d</p>		<p>4e</p>		<p>4f</p>	
<p>4g</p>		<p>4h</p>		<p>4i</p>		<p>4j</p>	
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<p>4o</p>		<p>4p</p>		<p>4q</p>		<p>4r</p>	
<p>4s</p>		<p>4t</p>		<p>4u</p>		<p>4v</p>	
<p>4w</p>		<p>4x</p>		<p>4y</p>		<p>4z</p>	
<p>5a</p>		<p>5b</p>		<p>5c</p>		<p>5d</p>	
<p>5e</p>		<p>5f</p>		<p>5g</p>		<p>5h</p>	
<p>5i</p>		<p>5j</p>		<p>5k</p>		<p>5l</p>	
<p>5m</p>		<p>5n</p>		<p>5o</p>		<p>5p</p>	
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<p>5u</p>		<p>5v</p>		<p>5w</p>		<p>5x</p>	
<p>5y</p>		<p>5z</p>		<p>6a</p>		<p>6b</p>	
<p>6c</p>		<p>6d</p>		<p>6e</p>		<p>6f</p>	
<p>6g</p>		<p>6h</p>		<p>6i</p>		<p>6j</p>	
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<p>6o</p>		<p>6p</p>		<p>6q</p>		<p>6r</p>	
<p>6s</p>		<p>6t</p>		<p>6u</p>		<p>6v</p>	
<p>6w</p>		<p>6x</p>		<p>6y</p>		<p>6z</p>	
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<p>7e</p>		<p>7f</p>		<p>7g</p>		<p>7h</p>	
<p>7i</p>		<p>7j</p>		<p>7k</p>		<p>7l</p>	
<p>7m</p>		<p>7n</p>		<p>7o</p>		<p>7p</p>	
<p>7q</p>		<p>7r</p>		<p>7s</p>		<p>7t</p>	
<p>7u</p>		<p>7v</p>		<p>7w</p>		<p>7x</p>	
<p>7y</p>		<p>7z</p>		<p>8a</p>		<p>8b</p>	
<p>8c</p>		<p>8d</p>		<p>8e</p>		<p>8f</p>	
<p>8g</p>		<p>8h</p>		<p>8i</p>		<p>8j</p>	
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<p>8w</p>		<p>8x</p>		<p>8y</p>		<p>8z</p>	
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<p>9q</p>		<p>9r</p>		<p>9s</p>		<p>9t</p>	
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<p>9y</p>		<p>9z</p>		<p>10a</p>		<p>10b</p>	
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<p>10w</p>		<p>10x</p>		<p>10y</p>		<p>10z</p>	
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<p>11i</p>		<p>11j</p>		<p>11k</p>		<p>11l</p>	
<p>11m</p>		<p>11n</p>		<p>11o</p>		<p>11p</p>	
<p>11q</p>		<p>11r</p>		<p>11s</p>		<p>11t</p>	
<p>11u</p>		<p>11v</p>		<p>11w</p>		<p>11x</p>	
<p>11y</p>		<p>11z</p>		<p>12a</p>		<p>12b</p>	
<p>12c</p>		<p>12d</p>		<p>12e</p>		<p>12f</p>	
<p>12g</p>		<p>12h</p>		<p>12i</p>		<p>12j</p>	
<p>12k</p>		<p>12l</p>		<p>12m</p>		<p>12n</p>	
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<p>13i</p>		<p>13j</p>		<p>13k</p>		<p>13l</p>	
<p>13m</p>		<p>13n</p>		<p>13o</p>		<p>13p</p>	
<p>13q</p>		<p>13r</p>		<p>13s</p>		<p>13t</p>	
<p>13u</p>		<p>13v</p>		<p>13w</p>		<p>13x</p>	
<p>13y</p>		<p>13z</p>		<p>14a</p>		<p>14b</p>	
<p>14c</p>		<p>14d</p>		<p>14e</p>		<p>14f</p>	
<p>14g</p>		<p>14h</p>		<p>14i</p>		<p>14j</p>	
<p>14k</p>		<p>14l</p>		<p>14m</p>		<p>14n</p>	
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<p>14w</p>		<p>14x</p>		<p>14y</p>		<p>14z</p>	
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<p>15m</p>		<p>15n</p>		<p>15o</p>		<p>15p</p>	
<p>15q</p>		<p>15r</p>		<p>15s</p>		<p>15t</p>	
<p>15u</p>		<p>15v</p>		<p>15w</p>		<p>15x</p>	
<p>15y</p>		<p>15z</p>		<p>16a</p>		<p>16b</p>	
<p>16c</p>		<p>16d</p>		<p>16e</p>		<p>16f</p>	
<p>16g</p>		<p>16h</p>		<p>16i</p>		<p>16j</p>	
<p>16k</p>		<p>16l</p>		<p>16m</p>		<p>16n</p>	
<p>16o</p>		<p>16p</p>		<p>16q</p>		<p>16r</p>	
<p>16s</p>		<p>16t</p>		<p>16u</p>		<p>16v</p>	
<p>16w</p>		<p>16x</p>		<p>16y</p>		<p>16z</p>	
<p>17a</p>		<p>17b</p>		<p>17c</p>		<p>17d</p>	
<p>17e</p>		<p>17f</p>		<p>17g</p>		<p>17h</p>	
<p>17i</p>		<p>17j</p>		<p>17k</p>		<p>17l</p>	
<p>17m</p>		<p>17n</p>		<p>17o</p>		<p>17p</p>	
<p>17q</p>		<p>17r</p>		<p>17s</p>		<p>17t</p>	
<p>17u</p>		<p>17v</p>		<p>17w</p>		<p>17x</p>	
<p>17y</p>		<p>17z</p>		<p>18a</p>		<p>18b</p>	
<p>18c</p>		<p>18d</p>		<p>18e</p>		<p>18f</p>	
<p>18g</p>		<p>18h</p>		<p>18i</p>		<p>18j</p>	
<p>18k</p>		<p>18l</p>		<p>18m</p>		<p>18n</p>	
<p>18o</p>		<p>18p</p>		<p>18q</p>		<p>18r</p>	
<p>18s</p>		<p>18t</p>		<p>18u</p>		<p>18v</p>	
<p>18w</p>		<p>18x</p>		<p>18y</p>		<p>18z</p>	
<p>19a</p>		<p>19b</p>		<p>19c</p>		<p>19d</p>	
<p>19e</p>		<p>19f</p>		<p>19g</p>		<p>19h</p>	
<p>19i</p>		<p>19j</p>		<p>19k</p>		<p>19l</p>	
<p>19m</p>		<p>19n</p>		<p>19o</p>		<p>19p</p>	
<p>19q</p>		<p>19r</p>		<p>19s</p>		<p>19t</p>	
<p>19u</p>		<p>19v</p>		<p>19w</p>		<p>19x</p>	
<p>19y</p>		<p>19z</p>		<p>20a</p>		<p>20b</p>	
<p>20c</p>		<p>20d</p>		<p>20e</p>		<p>20f</p>	
<p>20g</p>		<p>20h</p>		<p>20i</p>		<p>20j</p>	
<p>20k</p>		<p>20l</p>		<p>20m</p>		<p>20n</p>	
<p>20o</p>		<p>20p</p>		<p>20q</p>		<p>20r</p>	
<p>20s</p>		<p>20t</p>		<p>20u</p>		<p>20v</p>	
<p>20w</p>		<p>20x</p>		<p>20y</p>		<p>20z</p>	

WHITE - ORIGINAL OAS COPY  
BLUE - VENDOR'S COPY

<p>I certify that the above record of services is correct and no payment has been received.</p>		<p>AGENCY TELEPHONE NO. ( ) FTS ( ) COMM</p>		<p>AGENCY</p>	
<p>SIGNATURE OF CONTRACTOR/AGENT/PILOT</p>		<p>SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE</p>		<p>AGENCY ADDRESS</p>	
<p>NAME (print)</p>		<p>NAME (print)</p>		<p>DATE</p>	



**INTERAGENCY HELICOPTER OPERATIONS GUIDE**  
**Appendix D - Contract Administration; Agency Flight Payment Documents**

**Exhibit D-11: Instructions For Completion Of  
OAS-23 Aircraft Use Report (Cont.)**

<b>AIRCRAFT USE REPORT</b> <small>OAS-23 (08/91)</small> <small>PLEASE PRINT CLEARLY AS THIS FORM IS USED AS AN INPUT DOCUMENT TO AN AUTOMATED SYSTEM</small>										<b>RED IS FOR OAS USE ONLY</b> RECEIVED DATE		012345	
U.S. DEPARTMENT OF THE INTERIOR OFFICE OF AIRCRAFT SERVICES P.O. BOX 16428    4343 AIRCRAFT DRIVE BOISE, ID 83715-6428    ANCHORAGE, AK 99502-1652 ETS 388-2755/2760, CB 298-388/2755/2760    907-243-3220/430										SERV. AGMT. NO.		AC CONTROL NO.	
<b>COMPANY NAME &amp; ADDRESS</b> Enter month-day-year on each line entry. Example: For June 12, 1994, enter - 06-12-94.										AGENCY ORDER NO.			
<b>TELEPHONE NO.</b> DATE    M    D    Y    FROM    TO										USER ORGANIZATION AND CHARGE CODES		TAX CODE	
<b>FAA IDENTIFIER</b> DATE    M    D    Y    FROM    TO										PILOT IN-CHARGE		BILLEE CODE	
<b>ELAPSED TIME OR QUANTITY</b> PAY ITEM CODE    PAY CARGO    PAY CARGO										PAYLOAD		STOP	
<b>START</b> DATE    M    D    Y    FROM    TO										PAYLOAD		STOP	
<b>1.</b>										PAYLOAD		STOP	
<b>2.</b>										PAYLOAD		STOP	
<b>3.</b>										PAYLOAD		STOP	
<b>4.</b>										PAYLOAD		STOP	
<b>5.</b>										PAYLOAD		STOP	
<b>6.</b>										PAYLOAD		STOP	
<b>7.</b>										PAYLOAD		STOP	
<b>8.</b>										PAYLOAD		STOP	
<b>9.</b>										PAYLOAD		STOP	
<b>10.</b>										PAYLOAD		STOP	
<b>Other</b>										PAYLOAD		STOP	

**Note: When data is entered to the computer, this field will not accept more than three characters. Therefore do NOT enter more than 3 characters. For flight Pay Item Codes and line entries, enter one of the following:**

- The three character FAA identifier of the airport, or the agency identifier for permanent helibases not located at an FAA airport and for which no FAA identifier exists (see example, line 4);
- For flights that takeoff or land at locations without identifiers, enter the following:
  - FIR for missions which depart from or to a fire, or for missions within the fire itself (see example, lines 4 and 6-9); or,
  - INC for missions which depart from or to a non-fire incident or,
  - PRJ for missions which depart from or to a project, or for missions within the project itself; or,
- For non-flight Pay Item Codes and line entries, enter either FAA identifiers or FIR, INC, or PRJ, as applicable, for the location(s) where the charge was incurred. For Standby (SB), Per Diem (PD), Guarantee (GT), Availability (AH or EA), etc., where the charge is incurred in one place, enter the same 3-character identifier in both the FROM and TO blocks (see example, lines 1-3 and 10).
- For service miles (SM) where mileage started at one location and ended at another, enter appropriate 3-character identifiers in the FROM and TO blocks (see example, line 5).

**Do not write out FULL SUBSISTENCE, SERVICE MILES, or any other pay item code in either the FAA Identifier block or in the Start/Stop block.**

WHITE - ORIGINAL OAS COPY  
 BLUE - VENDOR'S COPY

I certify that the above record of services is correct and no payment has been received.		I certify that the above services were received.		AGENCY TELEPHONE NO. ( ) FTS ( ) COMM.		AGENCY	
SIGNATURE OF CONTRACTOR/AGENT/PILOT		SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		AGENCY ADDRESS		AGENCY ADDRESS	
NAME (print)		NAME (print)		DATE		DATE	

**INTERAGENCY HELICOPTER OPERATIONS GUIDE**  
**Appendix D - Contract Administration; Agency Flight Payment Documents**

**Exhibit D-12: Instructions For Completion Of  
OAS-23 Aircraft Use Report (Cont.)**

**AIRCRAFT USE REPORT**

OAS-23 (09/91)

PLEASE PRINT CLEARLY AS THIS FORM IS USED AS AN INPUT DOCUMENT TO AN AUTOMATED SYSTEM

U.S. DEPARTMENT OF THE INTERIOR  
OFFICE OF AIRCRAFT SERVICES  
P.O. BOX 15428 4343 AIRCRAFT DRIVE  
ANCHORAGE, AK 99502-1052  
FTS 388-2752/2760 OR 268-268-2752/2760 907-263-3320/4330

COMPANY NAME & ADDRESS

CONTRACT/BOOK NO.

ITEM NO.

AIRCRAFT MAKE & MODEL

AIRCRAFT DESIGNATED BASE (City/SL)

PILOT NAME (PIC) Print

PILOT NAME (2nd PIC) Print

OTHER CREW MEMBER

RELEASED (Date & Time)

TELEPHONE NO.

DATE

M D Y

FAA IDENTIFIER

FROM TO

ELAPSED TIME OR QUANTITY

STOP

START

PAYLOAD

PAY ITEM CODE

PILOT IN-CHARGE

PAY CARGO

USE CODE

BILLEE CODE

USER ORGANIZATION AND CHARGE CODES

SIGNED RECEIVED

TAX CODE

RECEIVED DATE

012345

REC'D IS FOR OAS USE ONLY

AC CONTROL NO.

AGMT. NO.

AGENCY ORDER NO.

**FLIGHT TIME.** Record elapsed time based upon the recorded Start/Stop time. When an approved hour meter is used, entry should be in hours and tenths. See example, lines 4 and 6-9. FT is the most common Pay Item Code to document flight time. However, there are other Flight Time codes such as FN, FY, and PD that should be used when applicable (see Pay Item Code discussion).

USDI requires the documentation of specific types of flight that fall under the broad Pay Item flight codes of FT, FN, FY and FD. This is accomplished through entry of Use Codes. This system requires that the Helicopter Manager track the time spent over the course of a day on various types of flight missions. This tracking is usually accomplished by noting Start and End meter readings on load calculations and/or manifests. Once the helicopter changes missions (for example, from Personnel Transport to Water Dropping), a new Start time should be noted. At the end of the day, flight time for each type of use is totaled, and a line entry made for that Pay Item and Use Code. Note that entries do not have to be made as they actually occurred (that is, one entry for 0.2 personnel transport, then an entry for 1.3 water dropping, followed by an entry of 3.2 for personnel transport). Each type of use can be totaled for the day on one line entry, regardless of whether they were all accomplished at one time, provided that the total flight time of all uses equals total flight time for the day. For further information, see the discussion of Use Codes.

**PER DIEM.** If applicable government per diem rate is known, enter dollar amount due in Elapsed Time Or Quantity column (round up to nearest dollar). **DISREGARD THE DECIMAL POINT FOR DOLLAR ENTRIES.** Enter the number of people incurring the per diem under PAYLOAD column. See example, line 10. If the rate is not known, enter the number of overnights due (for example, 2 people with 1 overnight, enter 02.00, with a Pay Item Code of FS). When staying in a high rate area as identified in the Federal Travel Regulations, the vendor must attach a motel receipt indicating higher rate paid (price cannot exceed indicated rate for that area).

**SPECIAL CHARGE.** Special charges such as transportation licensess and fees; rental car charges for transportation of a relief pilot when the aircraft is away from the designated base, etc. are entered in whole dollar amounts. Remember to **DISREGARD THE DECIMAL POINT FOR DOLLAR ENTRIES.** Example: A licensing fee allowing the fuel truck to operate within the state of \$215.73 would be entered as 02.16 with a Pay Item of SC. A Special Charge line entry must be supported by an attached invoice marked as paid.

**SERVICE TRUCK MILES.** Enter mileage traveled while on official government business. Round up to the nearest mile. **DISREGARD THE DECIMAL POINT FOR SERVICE TRUCK MILEAGE ENTRIES.** See example, line 5.

**DAILY AVAILABILITY.** (Note: Daily Availability is rarely used for helicopter procurements.) Enter 01.00 for each day. To reflect Unavailability, deduct 0.1 for each hour of unavailability from 1.0, and enter the difference. For example, if the aircraft was unavailable for three hours, deduct 0.3 from 1.0 and enter 00.70 with a Pay Item Code of AV. Make a second line entry of 00.30, with a Pay Item Code of UA. Document the reason for the unavailability in the Contract Daily Diary.

## Exhibit D-13: Instructions For Completion Of OAS-23 Aircraft Use Report (Cont.)

AIRCRAFT USE REPORT										RECEIVED DATE _____		012345	
U.S. DEPARTMENT OF THE INTERIOR OFFICE OF AIRCRAFT SERVICES													
FO BOX 15428    4418 AIRCRAFT DRIVE BOISE ID 83715-5428    NW-AIRPORTS - MT 08052-1052 FTS 389-2552/780 CR 280-389-7152/2780    907-243-3320-4330													
COMPANY NAME & ADDRESS		CONTRACT/BOA NO.		ITEM NO.		AIRCRAFT MAKE & MODEL		PILOT NAME (PIC) Pmt		SERV. AGMT. NO.		AC CONTROL NO.	
AIRCRAFT DESIGNATED BASE (City/St.)		AIRCRAFT FAA REGISTRATION NO.		RELEASED (Date & Time)		OTHER CREW MEMBER		PILOT NAME (2nd PIC) Pmt		AGENCY ORDER NO.			
HPIED (Date & Time)													
TELEPHONE NO.		FAA IDENTIFIER		START		STOP		ELAPSED TIME OR QUANTITY		PAY ITEM OR CRY.		PMT. PAY. CODE	
M D Y		FROM TO											
1. ● ● ●		● ● ●		● ● ●		● ● ●		● ● ●		● ● ●		● ● ●	
BILLEE CODE		USE CODE		PILOT IN-TAL		PAYLOAD		CARGO		FAX		TAX CODE	
USER ORGANIZATION AND CHARGE CODES		SIGNED RECEIVED											

**HOURLY AVAILABILITY.** See example, lines 1-2. Enter hours of availability up to the maximum number stated in the contract (usually 8 or 9 hours). Remember to enter Start and Stop time for hourly availability in 24-hour clock time. If aircraft becomes unavailable during the period, record the actual hours of availability, then record the hours of unavailability using Pay Item Code UH. Document the reason for the unavailability in the Contract Daily Diary.

**Example:** Aircraft is available from 1000 to 1400, then becomes unavailable for 2 hours from 1400 to 1600, then returns to availability status for the remainder of the regular 8-hour standby period (1600 to 1800). Record as follows:

Start	Stop	Elapsed	Pay Code
1000	1400	04.00	AH
1400	1600	02.00	UH
1600	1800	02.00	AH

**EXTENDED AVAILABILITY.** Enter hours of extended availability (that is, hours ordered by the government beyond the normal 8- or 9-hour availability period). Extended availability, plus regular availability, cannot exceed the 14-hour duty day for single pilot crews. Consult the contract for instructions on entering parts of an hour of extended availability, and on entering period(s) of unavailability during ordered extended availability. Most helicopter contracts have separate Pay Item Codes and required line entries for pilot, mechanic, and service truck driver (see Extended Availability below).

**EXTENDED PILOT, MECHANIC, or SERVICE TRUCK DRIVER AVAILABILITY.** When the contract so states, separate line entries, often reflecting different periods and amounts of extended availability for each individual, must be entered. Extended availability, plus regular availability, cannot exceed the 14-hour duty day for single-pilot crews or the 16-hour duty day for drivers and mechanics. See example, line 3.

**GUARANTEE.** Exclusive-use helicopter contracts may be based upon a number of guaranteed hours over the course of the contract period. No daily guarantee entry is made. If the guarantee is not met at the end of the contract period, then an entry is made on the last OAS-23 submitted reflecting the difference between the guaranteed number of hours and the actual hours flown. The contract may also state that the guarantee may be reduced by a certain number of hours for parts of days when the aircraft was unavailable and a certain amount of flight was not accrued. Example: 140-hour guarantee contract, but only 119 hours are flown. The final entry is 21.00 GT.

For BOAs or the national Interagency CWN Type 1 and 2 contract, there may be a minimum daily guarantee (usually 2-3 hours for BOAs and 4 hours for the national CWN contract). If the flight time accrued does not meet the guarantee, then the difference between the guarantee and the hours flown is entered. Example: 3-hour guarantee, but only 2.4 hours are actually flown. An entry is made to document the flight time, with the next line entry being 00.60 GT. Note that vendors may waive the guarantee. However, this agreement to waive the guarantee must be documented on the OAS-23 and initiated by the vendor or pilot.

Consult the national CWN contract for applicable guarantees on the day of mobilization or demobilization.  
See Pay Item discussion for other codes used.

## Exhibit D-14: Instructions For Completion Of OAS-23 Aircraft Use Report (Cont.)

January 2002

INTERAGENCY HELICOPTER OPERATIONS GUIDE  
Appendix D - Contract Administration; Agency Flight Payment Documents

Exhibit D-15: Instructions For Completion Of  
OAS-23 Aircraft Use Report (Cont.)

**AIRCRAFT USE REPORT**

OAS-23 (08/91)

**PLEASE PRINT CLEARLY AS THIS FORM IS USED AS AN INPUT DOCUMENT TO AN AUTOMATED SYSTEM**

U.S. DEPARTMENT OF THE INTERIOR  
OFFICE OF AIRCRAFT SERVICES

P.O. BOX 15428 4343 AIRCRAFT DRIVE  
BOISE, ID 83715-5428 ANCHORAGE, AK 99502-1052

FTS 389-27592760 OR 208-398-2752760 807-243-3320V430

COMPANY NAME & ADDRESS		CONTRACT/BOA NO.	ITEM NO.	AIRCRAFT MAKE & MODEL	PILOT NAME
AIRCRAFT DESIGNATED BASE (City/State)		AIRCRAFT DESIGNATION NO.			PILOT NAME
HIRED (Date & Time)		RELEASED (Date & Time)			OTHER COMMENTS

TELEPHONE NO.

DATE	FAA IDENTIFIER	START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD	PILOT IN-CHARGE	BILLEE CODE	USE CODE	SIGNED RECEIVED	TAX CODE
M D Y	FROM TO					PAX CARGO					
1.											

RECEIVED DATE \_\_\_\_\_

RED IS FOR OAS USE ONLY

**Agency-specific entry.**

**BLM INSTRUCTIONS.** Refer to Chart D-1 on the following pages for requirements for assigning Charge Codes. It should be used both by BLM Helicopter Managers of contract or BOA helicopters and by other-agency Managers completing OAS-23's for BLM incidents or projects. Do NOT ENTER the Incident/Project Order Number.

**USER ORGANIZATION AND CHARGE CODES**

**GENERAL.** OAS assigns a Billee Code to a unit as a mechanism for billing the charges for an OAS-23 line entry. The unit whose billee code is entered will receive a bill for the charges, which is payable to OAS. (OAS has usually already paid the vendor.)

Units that can be assigned a Billee Code include, but are not limited to Forests, Districts, Parks, Agencies, Regions, States, Counties, Sheriff's Departments, etc.

Different billee codes can be assigned on different OAS-23 lines.

**FIRE BILLINGS.** The entry made under "User Organization and Charge Codes" must be charge codes of the agency whose Billee Code was entered:

- If a BLM District's Billee Code was entered, BLM coding must also be entered;
- If a USDA-FS unit's Billee Code was entered, then a USDA-FS management code must also be entered.

**YOU CANNOT ENTER A BLM BILLEE CODE, AND A USDA-FS "P" NUMBER, OR VICE VERSA.**

It is ESSENTIAL that persons completing OAS-23's understand that, under the master firefighting cooperative agreement, all firefighting among FEDERAL cooperating agencies is NON-REIMBURSABLE. No funds are, or should be exchanged. This has the following implications:

- If a BLM contract aircraft is on a USDA-FS fire, a BLM Billee code and Charge Code shall be entered.
- If a USDA-FS Billee Code and charge code were to be entered, then OAS would bill the Forest Service, which is contrary to the intent of the master agreement.

**BLM INSTRUCTIONS.** Refer to Chart D-1 on the pages following the OAS-23 examples for requirements for assigning Billee Codes. These instructions should be used both by BLM Helicopter Managers of contract or BOA helicopters and by other-agency Managers completing OAS-23's for BLM incidents or projects.

**INTERAGENCY HELICOPTER OPERATIONS GUIDE**  
**Appendix D - Contract Administration; Agency Flight Payment Documents**

**Exhibit D-16: Instructions For Completion Of  
OAS-23 Aircraft Use Report (Cont.)**

**Use codes are entered for FLIGHT Pay Items ONLY. Leave the Use Code block blank for non-flight Pay Items (AH, SM, PD, etc.). Standard Use Codes are on the inside cover of each OAS-23 book. Enter the code that specifically identifies, or most nearly approximates, the mission. As stated previously, the Manager must track hour meter readings for the various missions the helicopter performs on a given day. Uses are then individually tallied (that is, all personnel transport, all water dropping, all sling loads) and Start/Stop and Elapsed times are entered for each type of use.**

**The following is BLM-specific direction on Use Codes. It should be used not only by BLM Helicopter Managers of contract or BOA helicopters, but also by other-agency Managers completing OAS-23s for BLM incidents or projects. This direction may also be used at another agency's option for their own incidents or projects.**

- Do NOT enter ANY of the 3-series Use Codes (Local Fire Suppression). Always use the 2-series use codes for Interagency Fire Suppression.
- There is no 2-series code for fire reconnaissance; use 6R.
- Use 3A, Helitack/Initial Attack, for transport of the helicopter crew to the incident; use 3H for return from the incident.
- Use 9P ONLY for administrative, point-to-point travel (must meet OMB A-126 cost-comparison requirements).
- Do not use 4A, 5F, 5R, 5X, or 9X.

TELEPHONE NO.				DATE		FAA IDENTIFIER		START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM	PAYLOAD	PILOT INITIAL	USE CODE	USER ORGANIZATION AND CHARGE CODES	SIGNED RECEIVED	TAX CODE
M	D	Y	FROM	TO													
1.	•	•								•							

**EXTERNAL LOADS**

1A SLING (HELICOPTER)  
1F FIXED-WING EXTERNAL LOAD  
1H SHORT HAUL HELICOPTER  
1L LONG LINE / REMOTE HOOK

**FIRE SUPPRESSION ACTIVITIES - INTERAGENCY**

2A HELITACK - INITIAL ATTACK  
2C CARGO TRANSPORT - INTERNAL  
2E SMOKEJUMPER  
2F FOAM DISPENSING - BUCKET / TANK  
2H DEPLOYMENT & RETRIEVAL / PERSONNEL TRANSPORT

2K AIR ATTACK  
2L LEAD PLANE  
2P PARACARGO  
2R FIRE RETARDANT - BUCKET / TANK  
2W WATER DROPPING - BUCKET / TANK

**FIRE SUPPRESSION ACTIVITIES - LOCAL**

3A HELITACK - INITIAL ATTACK  
3C CARGO TRANSPORT - INTERNAL  
3F FOAM DISPENSING - BUCKET / TANK  
3H DEPLOYMENT & RETRIEVAL / PERSONNEL TRANSPORT

3L LEAD PLANE  
3P PARACARGO  
3R FIRE RETARDANT - BUCKET / TANK

**LOW LEVEL - WITHIN 500' OF SURFACE**

6A ANIMAL HERDING  
6C ANIMAL GATHERING / CAPTURING  
6E ANIMAL ELECTRONIC TRACKING  
6F AUTO SURVEYOR  
6H HABITAT / ENVIRONMENTAL EVALUATION  
6K ANIMAL COUNTING  
6L LAW ENFORCEMENT  
6M DRUG LAW ENFORCEMENT  
6N SEARCH AND RESCUE  
6P POWERLINE PATROL  
6R RECONNAISSANCE  
6T ANIMAL ERADICATION / TAGGING  
6V ANIMAL VISUAL TRACKING  
6X MEDIVAC

**OTHER SPECIAL USES**

4A ANY TAKEOFF OR LANDING REQUIRING SPECIAL CONDITIONS  
4H HOVERSITE - HELICOPTER  
4L WHEEL OR SKI OPERATIONS ON UNPREPARED LANDING SITES - FIXED WING  
4M FIXED WING MODIFICATIONS THAT INVALIDATE STANDARD CERTIFICATE  
4N NIGHT VISION GOGGLES  
4P PARACARGO - NON-FIRE  
4R RAPPELLING - HELICOPTER

7N OFFSHORE NAVIGATION - VESSEL OR PLATFORM LANDINGS

**AERIAL APPLICATIONS**

8C SEEDING  
8F FUSEE  
8H HELITORCH  
8P PING PONG BALL  
8R SPRAYING  
8T THERMITE

**OTHER USES - SPECIAL EQUIPMENT OR TECHNIQUES**

5E ANIMAL ELECTRONIC TRACKING - ABOVE 500 FEET  
5F MOUNTAIN FLYING  
5M USGS AND BOM SPECIAL PILOT REQUIREMENTS  
5R OVERWATER - SPECIAL PPE REQUIREMENTS  
5X EXTENDED OVERWATER - SPECIAL PPE AND OTHER EQUIPMENT REQUIREMENTS

**GENERAL USES**

9A AIR CREW TRAINING  
9C CARGO ONLY  
9E PILOT PROFICIENCY OR PILOT TRAINING  
9F PILOT AIRCRAFT - REQUIRED AIR CREW ONLY  
9H RECONNAISSANCE - ABOVE 500 FEET  
9L LAW ENFORCEMENT - NON-SPECIAL USE  
9M DRUG LAW ENFORCEMENT - NON-SPECIAL USE  
9P PERSONNEL TRANSPORT - POINT-TO-POINT SEARCH AND RESCUE - ABOVE 500 FEET  
9V PHOTO MAPPING OR VIDEO PHOTOGRAPHY  
9X OTHER GENERAL USE  
MA MAINTENANCE FLIGHTS - DOI FLEET ONLY

INTERAGENCY HELICOPTER OPERATIONS GUIDE  
Appendix D - Contract Administration; Agency Flight Payment Documents

Exhibit D-17: Instructions For Completion Of  
OAS-23 Aircraft Use Report (Cont.)

AIRCRAFT USE REPORT				RED IS FOR OAS USE ONLY	
U.S. DEPARTMENT OF THE INTERIOR OFFICE OF AIRCRAFT SERVICES				RECEIVED DATE	
P.O. BOX 14608 404 AIRCRAFT DRIVE DENVER, CO 80216-0408 FTE 388-27527260 OR 205-389-7527260 907-243-3200-4330				012345	
COMPANY NAME & ADDRESS		CONTRACT/BOA NO.	ITEM NO.	AIRCRAFT MAKE & MODEL	PILOT NAME (PIC) Print
AIRCRAFT DESIGNATED BASE (City/State)		AIRCRAFT FA REGISTRATION NO.		PILOT NAME (2nd PIC) Print	
HIRED (Date & Time)		RELEASED (Date & Time)		OTHER CREW MEMBER	
SERV. AGMT. NO.		AC CONTROL NO.		AGENCY ORDER NO.	

An Agency Order Number for BLM flights is the Document Control Number utilized to process billings by OAS through the Denver Service Center. A Document Control Number consists of a one-digit State Identifier, an 3-digit Office Code, a two-digit entry Identifying Document Type and Fiscal Year, and a 4-digit Month Number.

1. STATE. 1-digit alpha State Code according to the following:

Alaska:	L	Idaho:	D	Oregon:	H	Washington Office:	P
Arizona:	A	Montana:	E	Utah:	J		
California:	B	Nevada:	F	Wyoming:	K		
Colorado:	C	New Mexico:	G	NIFC:	R		

OAS-23's for flights taken by the Eastern States Office will be processed by the National Aviation Office at NIFC. Therefore the State Input for Document Control Numbers will be "R" for NIFC. OAS-23's for flights taken by Service Center personnel will be processed by the state in which they are flying, or by the Colorado State Office for cross-jurisdictional flights arranged by the Colorado State Office. Therefore the Input for the Control Number for SC flights will be determined by the state processing the OAS-23, or "C" if Colorado arranged the flight. OAS-23's for flights taken by Phoenix Training Center personnel will be processed by the Arizona State Office. Therefore the Input for the Document Control Number for Training Center flights will be "A" for Arizona.

2. OFFICE. 3-digit numeric code of the Office (Organization) submitting the OAS-23. This will usually be a District or State Office, or a Division of NIFC or the Washington Office.

3. DOCUMENT TYPE. 1-digit alpha. Always enter "S" for Aircraft Use.

4. FISCAL YEAR. 1-digit numeric. Enter the last digit (eg. "4" for FY-94) of the fiscal year in which the flight was taken.

5. SEQUENTIAL MONTH NUMBER. 4-digit numeric. Enter the month in which the OAS-23 is mailed to OAS (not the month in which the flight was taken) according to the following numbering system:

FROM/TO	ENTRY	FROM/TO	ENTRY	FROM/TO	ENTRY
Oct 1-31	0001	Jan 1-31	0004	Apr 1-30	0007
Nov 1-31	0002	Feb 1-28	0005	May 1-31	0008
Dec 1-31	0003	Mar 1-31	0006	Jun 1-30	0009

Month 0013 is assigned to all OAS-23's sent to OAS after September 30 for flights taken during the fiscal year ending September 30 which were not mailed timely and which were not assigned one of the normal numbers in the 0001-0012 range.

All zeroes in the month entry MUST be entered. All fields should be separated by a " " (dash) for accurate entry into the OAS On-Line and Payment Collection (OPAC) billing system.  
Example Of A Complete Document Control Number:  
F-030-S3-0005 = Nevada (F)-Carson City District (030)-Fiscal Year 93 (S3)-Flight Invoice Mailed Between February 1 and February 28 (0005)

**INTERAGENCY HELICOPTER OPERATIONS GUIDE**  
**Appendix D - Contract Administration; Agency Flight Payment Documents**

**Exhibit D-18: Instructions For Completion Of  
OAS-23 Aircraft Use Report (Cont.)**

**AIRCRAFT USE REPORT**  
OAS-23 (08/91)

PLEASE PRINT CLEARLY AS THIS FORM IS USED AS AN INPUT DOCUMENT TO AN AUTOMATED SYSTEM

COMPANY NAME & ADDRESS

CONTRACT/BOA NO.

ITEM NO.

RELEASED (Date & Time)

TELEPHONE NO.

DATE M D Y

FAA IDENTIFIER FROM TO

START

STOP

ELAPSED TIME OR QUANTITY

PAY ITEM CODE

PAYLOAD PAX CARGO

PILOT IN- TIAL

BILLEE CODE

USE CODE

USER ORGANIZATION AND CHARGE CODES

SIGNED RECEIVED

TAX CODE

U.S. DEPARTMENT OF THE INTERIOR  
OFFICE OF AIRCRAFT SERVICES  
P.O. BOX 15428 4343 AIRCRAFT DRIVE  
BOISE, ID 83715-5428 ANCHORAGE, AK 99502-1082  
FTS 388-2755/760 OR 208-588-2755/760 907-243-5320/4330

RECEIVED DATE

012345

RED IS FOR OAS USE ONLY

012345

**Manager signs or initials in the "Signed Received" block after verifying all information is correct. To meet OMB A-123 internal control requirements, the individual initialing this block cannot be the same person who signs the bottom right block.**

**Local unit aviation manager or other approved government representative reviews line entries, signs, and dates each OAS-23. The using unit should, if possible, date-stamp each OAS-23 on the date received.**

To meet OMB A-123 internal control requirements, the individual signing in this block cannot be the same person who initiated the "Signed Received" block.

To ensure prompt payment, the white original of the OAS-23 must be forwarded to Office of Aircraft Services NO MORE THAN two days after the use period ends.

All OAS-23's MUST BE PROCESSED (that is, entry of Billee Codes, Charge Codes, and Agency Order Numbers) THROUGH THE USING UNIT'S AVIATION MANAGER prior to being sent to OAS. They are NOT to be sent direct to OAS by either the Pilot or Manager. CWN Managers are responsible for ensuring that the OAS-23's are delivered to the local unit aviation manager or dispatch office.

During extended use periods (for example, exclusive-use contracts), the OAS-23's may be signed and mailed every two weeks, usually on the 1st and 16th of each month.

**In the "Other Charges/Credits" block, manager should document any additional charges (for example, extra crew or mechanic), reason for periods of unavailability, etc. However, the Contract Daily Diary is the PRIMARY DOCUMENTATION for the contract and should contain a full and complete explanation of unavailability, maintenance deficiencies, and other occurrences that may be noted in this block.**

**Vendor representative, usually the pilot, signs, prints name, enters vendor telephone number, and dates to certify the record of services is correct.**

**Local unit aviation manager or other approved government representative reviews line entries, signs, and dates each OAS-23. The using unit should, if possible, date-stamp each OAS-23 on the date received.**

**During extended use periods (for example, exclusive-use contracts), the OAS-23's may be signed and mailed every two weeks, usually on the 1st and 16th of each month.**

**BLUE - VENDOR'S COPY**

**Signature of Contractor/Agent/Pilot**

SIGNATURE OF CONTRACTOR/AGENT/PILOT

NAME (print)

DATE

**Signature of Authorized Government Representative**

SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

NAME (print)

DATE

**Agency Information**

AGENCY TELEPHONE NO. ( ) JTS ( ) FAX ( )

AGENCY

AGENCY ADDRESS



**INTERAGENCY HELICOPTER OPERATIONS GUIDE**  
**Appendix D - Contract Administration; Agency Flight Payment Documents**

**Exhibit D-19: Instructions For Completion Of  
OAS-23 Aircraft Use Report (Cont.)**

<b>AIRCRAFT USE REPORT</b> <small>OAS-23 (08/91)</small> PLEASE PRINT CLEARLY AS THIS FORM IS USED AS AN INPUT DOCUMENT TO AN AUTOMATED SYSTEM U.S. DEPARTMENT OF THE INTERIOR OFFICE OF AIRCRAFT SERVICES P.O. BOX 15428 4343 AIRCRAFT DRIVE BOISE, ID 83715-5428 ANCHORAGE, AK 99502-1092 FTS 389-2752760 OR 208-398-2755/2760 907-243-3320/4330										RECEIVED DATE <div style="border: 1px solid black; padding: 2px; display: inline-block;">012345</div>																																																																																																																																																																																																																																																					
COMPANY NAME & ADDRESS CONTRACT/BOA NO. AIRCRAFT DESIGNATED BASE (City/State) TELEPHONE NO.				ITEM NO. AIRCRAFT MAKE & MODEL AIRCRAFT FAA REGISTRATION NO. RELEASED (Date & Time)		PILOT NAME (PIC) Print PILOT NAME (2nd PIC) Print OTHER CREW MEMBER		SERV. AGMT. NO. AGENCY ORDER NO. AG CONTROL NO.																																																																																																																																																																																																																																																							
EXAMPLE																																																																																																																																																																																																																																																															
8 Hours of Hourly Availability (AH) Incurred at Carson City Helibase. 2 Hours of Hourly Availability (AH) Incurred at the fire. 2 Hours of Extended Pilot Availability (EP) Incurred at the fire. 1.1 Hours of Flight Time Initial attack from Carson City Helibase to the fire. 135 Service Truck Miles (SM) from Carson City to a fire. 550 gallons foam dropped over 0.5 hours of flight time; drops need not be consecutive; manager collates all FT for foam drops at the end of the day. 0.2 flight time used for a reconnaissance of the fire. 18 firefighters and 190 pounds of internal cargo were transported to the line; trips need not be consecutive. 1540 pounds of cargo transported via sling. \$ 132.00 Per Diem (PD) overnight charges at Winnemucca (WNC) for 2 persons.																																																																																																																																																																																																																																																															
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WHITE - ORIGINAL OAS COPY

BLUE - VENDOR'S COPY

I certify that the above record of services is correct and no payment has been received. SIGNATURE OF CONTRACTOR/AGENT/PILOT		I certify that the above services were received. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
NAME (print)	NAME (print)	DATE	DATE

**INTERAGENCY HELICOPTER OPERATIONS GUIDE**  
**Appendix D - Contract Administration; Agency Flight Payment Documents**

**Chart D-1: BLM Instructions For Assignment Of Billee and Cost-Account Codes on OAS-23 Aircraft Use Reports (Page 1)**

TYPE OF FLIGHT OR ACTIVITY	SAMPLE SITUATION	COST-ACCOUNT CODING	BILLEE CODE	WHO PROCESSES THE OAS-23
<b>FIRE FLIGHTS</b>				
1 Fire flight taken as a result of: - Fire on your unit; (including <b>non-reimbursable</b> mutual aid) - Fire on another BLM unit; - An order from any Federal cooperating wildland firefighting agency (eg. USFS, FWS, BIA, NPS) <u>and for which charges are nonreimbursable</u> (Note exception in situation where the National Interagency Coordination Center (NICC) assigns a 3000-series fire number for reimbursable support to Military, States, etc.)	Your contract aircraft performs missions for units identified at left;  OR  Your unit arranges a rental/charter in response to an order from any of the agencies identified;  OR  Your unit supplies both a helicopter module and/or manager and a CWN helicopter for the agencies identified  <b>Note the exception in #4 if your unit does not furnish the CWN aircraft.</b>	Since all assistance to those agencies is non-reimbursable, assign your local unit's cost-account coding, including your State and Office code, but use the assigned BLM fire number off the Resource Order. <b>DO NOT ASSIGN OTHER AGENCY PROJECT OR FIRE CODES (eg. USFS "P" NUMBERS) ON OAS-23 PAYMENT DOCUMENTS.</b>  Examples of Valid BLM Fire Numbers:  1-Digit Alpha plus 3-Digit Numeric for BLM Districts and State Offices (eg. C567)  Example: NV-040-1550-70-R645  (Elv District [NV-040] aircraft on Utah BLM fire [R645])  OR  4-Digit Numeric assigned by NICC for other-agency support, according to the following: <sup>1</sup>  3000-3999 Miscellaneous Support (State, Military) 4000-4999 F & WS Support 5000-5999 BIA Support 6000-6999 NPS Support 9000-9997 USFS Support  Example: NV-030-1550-70-9216  (Carson City Nevada District [NV-030] aircraft on Forest Service fire with NICC-assigned Forest Service Support Number [9216])	Use your unit's Billee Code.	Your Unit

**1** - NICC is encouraging local BLM units to immediately assign a local BLM support fire number that will be relayed throughout the system as orders are placed. This will hopefully avoid duplication of fire number assignment (ie, NICC-assigned number, other-District(s) assigned number(s), etc.) For example, Fire J221 in Carson City, a support fire number for the Toiyabe NF, would be transmitted throughout the system and would end up on an order for a helicopter from Montana BLM.

**INTERAGENCY HELICOPTER OPERATIONS GUIDE**  
**Appendix D - Contract Administration; Agency Flight Payment Documents**

**Chart D-1: BLM Instructions For Assignment Of Billee and Cost-Account Codes on OAS-23 Aircraft Use Reports (Page 2)**

TYPE OF FLIGHT OR ACTIVITY	SAMPLE SITUATION	COST-ACCOUNT CODING	BILLEE CODE	WHO PROCESSES THE OAS-23
<b>FIRE FLIGHTS</b>				
2	<p>Fire flight taken as a result of:</p> <ul style="list-style-type: none"> <li>- An order from any cooperating State firefighting agency (eg, CDF, NDF, Etc.) and for which charges are reimbursable.</li> </ul>	<p>There are three options for this situation:</p> <p>(1) If a NICC-assigned 3000-series number has been assigned, then assign your State and Office Code (costs will be recovered nationally) and use the 3000-series number.</p> <p>(2) Your unit may assign a local support BLM fire number and recover costs locally through cross-agency billing. This is only for incidents where a local BLM District is supporting a local cooperating State agency.</p> <p>This BLM District fire support number will be transmitted by NICC as part of any Resource Orders relayed through the system.</p> <p><b>HOWEVER, THE UNIT WHICH ASSIGNED THE BLM FIRE NUMBER IS RESPONSIBLE FOR RECOVERING REIMBURSABLE COSTS FROM THE STATE.</b></p> <p>(3) Assign the cost-account coding as identified by the other agency. This is the most streamlined approach, since OAS bills and recovers the costs directly from the State agency (ie, the BLM District will not receive a bill from OAS).</p>	<p>(1) Use your unit's Billee Code (costs will be recovered nationally).</p> <p>(2) Use your unit's Billee Code (costs will be recovered locally).</p>	<p>Your Unit.</p> <p>Your Unit.</p>
3	<p>Fire pre-suppression standby.</p> <p>There are three situations that may be encountered:</p> <p>(1) Your contract aircraft is placed on pre-suppression standby by another unit from your interior agency.</p> <p>(2) Your contract aircraft is placed on pre-suppression standby by another agency (eg, USFS).</p> <p>(3) A contract aircraft is located and managed at the local level (eg, District) but the State Office holds the pre-suppression funding for the aircraft.</p>	<p>(1) Assign the other unit's pre-suppression cost-account coding.</p> <p>(2) Assign the other agency's pre-suppression cost-account coding.</p> <p>(3) Assign the cost-account coding of the unit holding the funding.</p>	<p>(1) Use your unit's Billee Code.</p> <p>(2) Use the other agency unit's (eg, Forest) Billee Code (available from OAS).</p> <p>(3) Use your unit's Billee Code.</p>	<p>Your Unit.</p> <p>Your Unit.</p> <p>Your Unit.</p>

**INTERAGENCY HELICOPTER OPERATIONS GUIDE**  
**Appendix D - Contract Administration; Agency Flight Payment Documents**

**Chart D-1: BLM Instructions For Assignment Of Billee and Cost-Account Codes on OAS-23 Aircraft Use Reports (Page 3)**

TYPE OF FLIGHT OR ACTIVITY	SAMPLE SITUATION	COST-ACCOUNT CODING	BILLEE CODE	WHO PROCESSES THE OAS-23
FIRE FLIGHTS				
4. CWN helicopter hired by your District sent off-unit.  Helicopter module not furnished by your unit.	A CWN helicopter off the OAS Source List is hired by your unit and sent to another unit. A helicopter module from another unit is attached to the helicopter at the incident.	Module Leader assigns the receiving, benefitting unit's cost-account coding, regardless of agency.	Use the receiving, benefitting unit's Billee Code, regardless of whether agency is federal or non-federal.	The Receiving, Benefitting Unit.  Module Leader must ensure copies of OAS-23's are given to the local Aviation Manager.
5.  Fire flight charged to:  - Multiple fire code 8888  - Multiple fire code 9999	Your contract aircraft or a rental aircraft scheduled by your unit performs flight for another BLM unit in response to Multiple Fires 8888 (charges later split out to individual fires) or 9999.  OR  Your contract aircraft or a rental aircraft scheduled by your unit performs flight for your BLM unit in response to Multiple Fires 8888 (charges later split out to individual fires) or 9999.	Assign the other unit's State and Office Code	Use your unit's Billee Code.	Your unit.

**INTERAGENCY HELICOPTER OPERATIONS GUIDE**  
**Appendix D - Contract Administration; Agency Flight Payment Documents**

**Chart D-1: BLM Instructions For Assignment Of Billee and Cost-Account Codes on OAS-23 Aircraft Use Reports (Page 4)**

TYPE OF FLIGHT OR ACTIVITY	SAMPLE SITUATION	COST-ACCOUNT CODING	BILLEE CODE	WHO PROCESSES THE OAS-23
NON-FIRE FLIGHTS				
6. Non-fire flight charged to unit funds.	There are several situations possible: (1) Flight is arranged by your unit for the sole benefit of your unit.	(1) Assign your unit's State and Office Code, plus subactivity, program element and project codes as identified on the Flight Request.	(1) Use your unit's Billee Code.	Your unit.
	(2) Flight is arranged by another BLM unit, but at least part of the flight will be charged to your unit's funds.	(2) Other unit should assign your unit's State and Office Code, plus subactivity, program element and project codes as identified on the Flight Request.	(2) Other unit should use its Billee Code, not yours.	The other unit.
	(3) Your unit will be using other funds (eg. Washington Office) to accomplish a project.	(3) Assign other unit's State and Office Code, plus subactivity, program element and project codes as identified on the Flight Request.	(3) Use your unit's Billee Code.	Your unit.
	(4) Flight is arranged by your unit, but at least part of the flight will be charged to another BLM unit's funds.	(4) Flight charges must be split out appropriately on separate lines of the OAS-23, with your unit's and the other unit's coding entered appropriately. This may require alteration of lines originally entered (ie. only one line entry made for a recon whose charges will be shared). Note the reason under "Remarks" on the OAS-23. Total flight time remains the same.	(4) Use your unit's Billee Code.	Your unit.
7. Non-fire flight charged to another agency (eg. USFS, non-BLM DOI agency, County, State)	There are two situations which might be encountered: A non-fire flight is arranged by your unit for another agency who will bear all costs of the flight.	Assign other agency's coding.	Assign other-agency unit's Billee Code.	Your Unit.
	A non-fire flight is arranged by your unit for another agency who will bear part of the costs of the flight, with your unit assuming the rest.	If flight costs are to be shared with your unit, costs will have to be split out on separate lines of the OAS-23. Assign other agency's coding to appropriate lines on the OAS-23, and your unit's coding on the other lines.	Assign other-agency unit's Billee Code to appropriate lines on the OAS-23, and your unit's Billee Code on the lines to be charged to your unit.	Your unit.

## NOTES

INTERAGENCY HELICOPTER OPERATIONS GUIDE  
Appendix D - Contract Administration; Agency Flight Payment Documents

Exhibit D-3: Instructions For Completion Of USDA-FS 6500-122  
Flight Use Record

# Flight Use Report

## FS-6500-122

## Instructions

1. INVOICE NUMBER 1234567				2. DATE OF FLIGHT / /				3. CONTRACT NUMBER				4. A/C REGISTRATION NUMBER				5. SUPPLYING UNIT CODE							
6. AIRCRAFT MAKE				7. AIRCRAFT MODEL				8. A/C TYPE (H, T, OR F)				9. VENDOR NAME											
11. LEGAL	12. USER UNIT	13. 14. USER CODE FLIGHT OR RESOURCE ORDER NUMBER	15. FAA IDENTIFIER FROM TO		16. MISSION CODE	17. PAY CODE	18. PILOT NAME(S)		19. NO. OF CREW MEMBERS	20. PASSENGERS	21. NO. DELIVERED	22. CHARGES TO BE PAID BY C.O.	23. CHARGES TO BE PAID BY C.O.	24. CHARGES TO BE PAID BY C.O.	25. RETAINMENT F.W. & G.A.L.	26. RETAINMENT GALLONS	27. RATE	28. METER TYPE	29. TIME CO. METER READING START STOP	30. FUEL COST PER GALLON ADVANCED	31. ELAPSED TIME FOR THIS MISSION OR THIS UNIT	32. TOTAL	
1.																							
2.																							
3.																							
4.																							
5.																							
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7.																							
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9.																							
10.																							
33. OVERNIGHT CHARGES				ON								LOCATION											
34. SERVICE TRUCK CHARGES				ST								MILES											
35. OTHER CHARGES -				CH								DESCRIBE											
36. OTHER CREDITS -				CR								DESCRIBE											
37. ACCOUNTING SUMMARY												38. TOTAL OF ALL CHARGES											
HC CODE	UNIT	MANAGEMENT CODE	FY	BUDGET OBJECT	AMOUNT	HC CODE	UNIT	MANAGEMENT CODE	FY	BUDGET OBJECT	AMOUNT	HC CODE	UNIT	MANAGEMENT CODE	FY	BUDGET OBJECT	AMOUNT						
10. REMARKS (PILOT NAMES, UNIT, ETC.)												39. I CERTIFY THAT THE REPORTED LISTED ABOVE HAVE BEEN RECEIVED SIGNATURE AND TITLE OF FOREST SERVICE OFFICER											
USDA-FOREST SERVICE FLIGHT USE REPORT FS-6500-122 (DAPPS)												39. I CERTIFY THAT THE REPORTED LISTED ABOVE HAVE BEEN RECEIVED SIGNATURE AND TITLE OF VENDOR AGENT											

**INTERAGENCY HELICOPTER OPERATIONS GUIDE**  
**Appendix D - Contract Administration; Agency Flight Payment Documents**

**Exhibit D-4: Instructions For Completion Of USDA-FS 6500-122  
Flight Use Record (Cont.)**

1. INVOICE NUMBER <b>1234567</b>		2. DATE OF FLIGHT / /		3. CONTRACT NUMBER		4. AC REGISTRATION NUMBER		5. AIRCRAFT MAKE 13. 14. 15. 16. 17. 18.		6. AIRCRAFT MAKE 19. 20. 21. 22. 23.		7. AIRCRAFT MODEL 24. 25. 26. 27. 28. 29. 30. 31.		8. AC TYPE (H, T, OR F)		9. VENDOR NAME		10. RATE		11. MEASUREMENT	
<p><b>Enter the name of the aircraft manufacturer in Block 6. Examples include; Aerospatiale, Bell, Boeing, Cessna, De Havilland, Hughes, Piper, Lockheed, Rockwell, Sikorsky ...</b></p>										<p><b>Enter all numbers and letters of the aircraft's FAA aircraft registration, commonly called the tail number; e.g., N423D.</b></p>											
<p><b>Start a new invoice for each day the aircraft is on contract, even if overnight fees are the only charges.</b></p>										<p><b>Enter the name of the company or government agency that owns the aircraft.</b></p>											
<p><b>Enter the manufacturer's model name and/or number for the aircraft</b></p>										<p><b>Enter H for helicopter, T for air tanker, or F for all other fixed-wing.</b></p>											
<p><b>Enter the Contract Number or Rental Agreement Number. Include the Item Number if there is one. Obtain numbers from the Contract, Rental Agreement, or Aircraft Data Card.</b></p>										<p><b>For Service Truck Charges on Line 33 enter; User Unit, User Code, primary Mission Code, Driver Name(s), Number of Crew Members (drivers), Rate per mile (from Contract or Rental Agreement), and Miles driven. Amount in Block 31 = (Miles driven) X (Rate).</b></p>											
<p><b>For Overnight Charges on Line 32 enter; User Unit, User Code, primary Mission Code, Pilot Name(s), Number of Crew Members (pilots, service truck drivers, and mechanics), lodging Rate per individual (from Contract or Rental Agreement), and lodging Location. Amount in Block 31 = (Number of Crew Members) X (Rate).</b></p>										<p><b>For Other Credits on Line 35 enter; User Unit, User Code, primary Mission Code, Rate if there is one, a Description of the credit, and the negative amount in Block 31. Examples include any government provided items such as fuel.</b></p>											
<p><b>For Other Charges on Line 34 enter; User Unit, User Code, primary Mission Code, Rate if there is one, a Description of the charge, and the amount in Block 31. Examples include lump sums for extra pilots, and airport landing fees.</b></p>										<p><b>For Other Credits on Line 35 enter; User Unit, User Code, primary Mission Code, Rate if there is one, a Description of the credit, and the negative amount in Block 31. Examples include any government provided items such as fuel.</b></p>											

  

32. OVERNIGHT CHARGES		33. SERVICE TRUCK CHARGES		34. OTHER CHARGES +		35. OTHER CREDITS -		36. TOTAL OF ALL CHARGE	
ON	ST	CH	CR	LOCATION	MILES	DESCRIBE	DESCRIBE		
ACCOUNTING SUMMARY				MANAGEMENT CODE		BUDGET OBJECT		PY	

39. I CERTIFY THAT THE SERVICES LISTED ABOVE HAVE BEEN PROVIDED  
SIGNATURE AND TITLE OF VENDOR AGENT

PREVIOUS EDITION OF THIS FORM IS OBSOLETE

USDA-FOREST SERVICE  
FLIGHT USE REPORT  
FS-6500-122 (10-95)



**INTERAGENCY HELICOPTER OPERATIONS GUIDE**  
**Appendix D - Contract Administration; Agency Flight Payment Documents**

**Exhibit D-5: Instructions For Completion Of USDA-FS 6500-122  
 Flight Use Record (Cont.)**

1. INVOICE NUMBER <b>1234567</b>		2. DATE OF FLIGHT / /		3. CONTRACT NUMBER		4. AC REGISTRATION NUMBER		5. SUPPLYING UNIT CODE	
6. AIRCRAFT MAKE		7. AIRCRAFT MODEL		8. AC TYPE (H, I, OR F)		9. VENDOR NAME			

  

11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37.	UNIT 3000 1307	1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37.	1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37.	1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37.	1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37.	1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37.	1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37.	1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37.	1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37.
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**Enter the code for the unit of the agency that is supplying the aircraft in Block 5.  
 Enter the code for the unit of the agency that is using the aircraft in Block 12.**

<b>REGION 1</b> 01 REGIONAL OFFICE, MISSOURIA, MO 02 BEAVERHEAD NF 03 CLEARWATER NF 04 CUSTER NF 05 DEERWOOD NF 06 GALLATIN NF 07 HELENA NF 08 JOHNS VALLEY NF 09 LEWIS & CLARK NF 10 LOTO NF 11 NEZ PERCE NF	<b>REGION 4</b> 04 REGIONAL OFFICE, OGDEN, UT 01 ASHLER NF 02 BOISE PER TETON NF 03 CARIBOU NF 04 CHALLIS NF 05 FINCH LAKE NF 06 HUMBOLDT NF 07 PALM SPRING NF 08 SALT LAKE NF 09 SAW TOOTH NF 10 TRINITY NF 11 UNKA NF 12 WYCA NF 13 GEOMETRONICS CENTER	<b>REGION 6</b> 06 REGIONAL OFFICE, DESCHUTES, OR 01 DESCHUTES NF 02 MEFONG NF 03 MALHEUR NF 04 MT BAKER SNOQUALME NF 05 OCA NF 06 OREGON NF 07 ORONF NF 08 SISKIYOU NF 09 SUSAN NF 10 UMPIRE NF 11 WALLOWA NF 12 WHITE MOUNT NF 13 WINEMA NF 14 REDMOND AIR CENTER	<b>REGION 9</b> 09 REGIONAL OFFICE, MILWAUKEE, WI 01 CHEQUAMEGON NF 02 CHIPPEWAGON NF 03 MARQUETTE NF 04 MARQUETTE NF 05 NICOLET NF 06 SHAWANOE NF 07 SUPERIOR NF 08 WATKINS NF 09 WATKINS NF 10 WATKINS NF 11 WATKINS NF 12 WATKINS NF 13 WATKINS NF 14 WATKINS NF 15 WATKINS NF 16 WATKINS NF 17 WATKINS NF 18 WATKINS NF 19 WATKINS NF 20 WATKINS NF 21 WATKINS NF 22 WATKINS NF 23 WATKINS NF 24 WATKINS NF 25 WATKINS NF 26 WATKINS NF 27 WATKINS NF 28 WATKINS NF 29 WATKINS NF 30 WATKINS NF 31 WATKINS NF 32 WATKINS NF 33 WATKINS NF 34 WATKINS NF 35 WATKINS NF 36 WATKINS NF 37 WATKINS NF	<b>REGION 10</b> 10 REGIONAL OFFICE, LONGGASS, NE 01 LONGGASS NF 02 LONGGASS NF 03 LONGGASS NF 04 LONGGASS NF 05 LONGGASS NF 06 LONGGASS NF 07 LONGGASS NF 08 LONGGASS NF 09 LONGGASS NF 10 LONGGASS NF 11 LONGGASS NF 12 LONGGASS NF 13 LONGGASS NF 14 LONGGASS NF 15 LONGGASS NF 16 LONGGASS NF 17 LONGGASS NF 18 LONGGASS NF 19 LONGGASS NF 20 LONGGASS NF 21 LONGGASS NF 22 LONGGASS NF 23 LONGGASS NF 24 LONGGASS NF 25 LONGGASS NF 26 LONGGASS NF 27 LONGGASS NF 28 LONGGASS NF 29 LONGGASS NF 30 LONGGASS NF 31 LONGGASS NF 32 LONGGASS NF 33 LONGGASS NF 34 LONGGASS NF 35 LONGGASS NF 36 LONGGASS NF 37 LONGGASS NF	<b>REGION 8</b> 08 REGIONAL OFFICE, ALABAMA 01 ALABAMA 02 ALABAMA 03 ALABAMA 04 ALABAMA 05 ALABAMA 06 ALABAMA 07 ALABAMA 08 ALABAMA 09 ALABAMA 10 ALABAMA 11 ALABAMA 12 ALABAMA 13 ALABAMA 14 ALABAMA 15 ALABAMA 16 ALABAMA 17 ALABAMA 18 ALABAMA 19 ALABAMA 20 ALABAMA 21 ALABAMA 22 ALABAMA 23 ALABAMA 24 ALABAMA 25 ALABAMA 26 ALABAMA 27 ALABAMA 28 ALABAMA 29 ALABAMA 30 ALABAMA 31 ALABAMA 32 ALABAMA 33 ALABAMA 34 ALABAMA 35 ALABAMA 36 ALABAMA 37 ALABAMA	<b>REGION 5</b> 05 REGIONAL OFFICE, SAN FRANCISCO, CA 01 SAN FRANCISCO, CA 02 SAN FRANCISCO, CA 03 SAN FRANCISCO, CA 04 SAN FRANCISCO, CA 05 SAN FRANCISCO, CA 06 SAN FRANCISCO, CA 07 SAN FRANCISCO, CA 08 SAN FRANCISCO, CA 09 SAN FRANCISCO, CA 10 SAN FRANCISCO, CA 11 SAN FRANCISCO, CA 12 SAN FRANCISCO, CA 13 SAN FRANCISCO, CA 14 SAN FRANCISCO, CA 15 SAN FRANCISCO, CA 16 SAN FRANCISCO, CA 17 SAN FRANCISCO, CA 18 SAN FRANCISCO, CA 19 SAN FRANCISCO, CA 20 SAN FRANCISCO, CA 21 SAN FRANCISCO, CA 22 SAN FRANCISCO, CA 23 SAN FRANCISCO, CA 24 SAN FRANCISCO, CA 25 SAN FRANCISCO, CA 26 SAN FRANCISCO, CA 27 SAN FRANCISCO, CA 28 SAN FRANCISCO, CA 29 SAN FRANCISCO, CA 30 SAN FRANCISCO, CA 31 SAN FRANCISCO, CA 32 SAN FRANCISCO, CA 33 SAN FRANCISCO, CA 34 SAN FRANCISCO, CA 35 SAN FRANCISCO, CA 36 SAN FRANCISCO, CA 37 SAN FRANCISCO, CA	<b>REGION 3</b> 03 REGIONAL OFFICE, ALBUQUERQUE, NM 01 ALBUQUERQUE, NM 02 ALBUQUERQUE, NM 03 ALBUQUERQUE, NM 04 ALBUQUERQUE, NM 05 ALBUQUERQUE, NM 06 ALBUQUERQUE, NM 07 ALBUQUERQUE, NM 08 ALBUQUERQUE, NM 09 ALBUQUERQUE, NM 10 ALBUQUERQUE, NM 11 ALBUQUERQUE, NM 12 ALBUQUERQUE, NM 13 ALBUQUERQUE, NM 14 ALBUQUERQUE, NM 15 ALBUQUERQUE, NM 16 ALBUQUERQUE, NM 17 ALBUQUERQUE, NM 18 ALBUQUERQUE, NM 19 ALBUQUERQUE, NM 20 ALBUQUERQUE, NM 21 ALBUQUERQUE, NM 22 ALBUQUERQUE, NM 23 ALBUQUERQUE, NM 24 ALBUQUERQUE, NM 25 ALBUQUERQUE, NM 26 ALBUQUERQUE, NM 27 ALBUQUERQUE, NM 28 ALBUQUERQUE, NM 29 ALBUQUERQUE, NM 30 ALBUQUERQUE, NM 31 ALBUQUERQUE, NM 32 ALBUQUERQUE, NM 33 ALBUQUERQUE, NM 34 ALBUQUERQUE, NM 35 ALBUQUERQUE, NM 36 ALBUQUERQUE, NM 37 ALBUQUERQUE, NM	<b>REGION 2</b> 02 REGIONAL OFFICE, LAKEWOOD, CO 01 LAKEWOOD, CO 02 LAKEWOOD, CO 03 LAKEWOOD, CO 04 LAKEWOOD, CO 05 LAKEWOOD, CO 06 LAKEWOOD, CO 07 LAKEWOOD, CO 08 LAKEWOOD, CO 09 LAKEWOOD, CO 10 LAKEWOOD, CO 11 LAKEWOOD, CO 12 LAKEWOOD, CO 13 LAKEWOOD, CO 14 LAKEWOOD, CO 15 LAKEWOOD, CO 16 LAKEWOOD, CO 17 LAKEWOOD, CO 18 LAKEWOOD, CO 19 LAKEWOOD, CO 20 LAKEWOOD, CO 21 LAKEWOOD, CO 22 LAKEWOOD, CO 23 LAKEWOOD, CO 24 LAKEWOOD, CO 25 LAKEWOOD, CO 26 LAKEWOOD, CO 27 LAKEWOOD, CO 28 LAKEWOOD, CO 29 LAKEWOOD, CO 30 LAKEWOOD, CO 31 LAKEWOOD, CO 32 LAKEWOOD, CO 33 LAKEWOOD, CO 34 LAKEWOOD, CO 35 LAKEWOOD, CO 36 LAKEWOOD, CO 37 LAKEWOOD, CO	<b>REGION 7</b> 07 REGIONAL OFFICE, WASHINGTON, DC 01 WASHINGTON, DC 02 WASHINGTON, DC 03 WASHINGTON, DC 04 WASHINGTON, DC 05 WASHINGTON, DC 06 WASHINGTON, DC 07 WASHINGTON, DC 08 WASHINGTON, DC 09 WASHINGTON, DC 10 WASHINGTON, DC 11 WASHINGTON, DC 12 WASHINGTON, DC 13 WASHINGTON, DC 14 WASHINGTON, DC 15 WASHINGTON, DC 16 WASHINGTON, DC 17 WASHINGTON, DC 18 WASHINGTON, DC 19 WASHINGTON, DC 20 WASHINGTON, DC 21 WASHINGTON, DC 22 WASHINGTON, DC 23 WASHINGTON, DC 24 WASHINGTON, DC 25 WASHINGTON, DC 26 WASHINGTON, DC 27 WASHINGTON, DC 28 WASHINGTON, DC 29 WASHINGTON, DC 30 WASHINGTON, DC 31 WASHINGTON, DC 32 WASHINGTON, DC 33 WASHINGTON, DC 34 WASHINGTON, DC 35 WASHINGTON, DC 36 WASHINGTON, DC 37 WASHINGTON, DC	<b>REGION 10</b> 10 REGIONAL OFFICE, LONGGASS, NE 01 LONGGASS, NE 02 LONGGASS, NE 03 LONGGASS, NE 04 LONGGASS, NE 05 LONGGASS, NE 06 LONGGASS, NE 07 LONGGASS, NE 08 LONGGASS, NE 09 LONGGASS, NE 10 LONGGASS, NE 11 LONGGASS, NE 12 LONGGASS, NE 13 LONGGASS, NE 14 LONGGASS, NE 15 LONGGASS, NE 16 LONGGASS, NE 17 LONGGASS, NE 18 LONGGASS, NE 19 LONGGASS, NE 20 LONGGASS, NE 21 LONGGASS, NE 22 LONGGASS, NE 23 LONGGASS, NE 24 LONGGASS, NE 25 LONGGASS, NE 26 LONGGASS, NE 27 LONGGASS, NE 28 LONGGASS, NE 29 LONGGASS, NE 30 LONGGASS, NE 31 LONGGASS, NE 32 LONGGASS, NE 33 LONGGASS, NE 34 LONGGASS, NE 35 LONGGASS, NE 36 LONGGASS, NE 37 LONGGASS, NE	<b>USDI AGENCIES</b> OAS OFFICE OF AGRICULTURE SERVICES BLM-BUREAU OF LAND MANAGEMENT BIA-INDIAN BUREAU OF INDIAN AFFAIRS NPS-NATIONAL PARK SERVICE OTHER FEDERAL AGENCIES DOD ALL MILITARY BRANCHES FAA FEDERAL AVIATION ADMINISTRATION	<b>STATES</b> AK ALASKA AL ALABAMA AZ ARIZONA CA CALIFORNIA CO COLORADO CT CONNECTICUT DE DELAWARE FL FLORIDA GA GEORGIA HI HAWAII ID IDAHO IL ILLINOIS IN INDIANA IA IOWA KS KANSAS KY KENTUCKY LA LOUISIANA MA MASSACHUSETTS MD MARYLAND ME MAINE MI MICHIGAN MN MINNESOTA MO MISSOURI MT MONTANA NE NEBRASKA NH NEW HAMPSHIRE NJ NEW JERSEY NM NEW MEXICO NY NEW YORK NC NORTH CAROLINA ND NORTH DAKOTA OH OHIO OK OKLAHOMA OR OREGON PA PENNSYLVANIA RI RHODE ISLAND SC SOUTH CAROLINA SD SOUTH DAKOTA TN TENNESSEE TX TEXAS UT UTAH VT VERMONT WA WASHINGTON WY WYOMING
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**INTERAGENCY HELICOPTER OPERATIONS GUIDE**  
**Appendix D - Contract Administration; Agency Flight Payment Documents**

**Exhibit D-6: Instructions For Completion Of USDA-FS  
6500-122**

**Flight Use Record (Cont.)**

1. INVOICE NUMBER <b>1234567</b>		2. DATE OF FLIGHT		3. AIRCRAFT TYPE		4. SURVIVING UNIT CODE	
6. AIRCRAFT NAME		7. AIRCRAFT IDENTIFIER		8. USER UNIT		9. USER CODE	
11. 12.	13. 14.	15.	16.	17.	18.	19.	20.
FLIGHT OR RESOURCE ORDER NUMBER		FAA IDENTIFIER	FROM	TO	MISSION CODE	USER CODE	FAA CODE
11. 12.		13. 14.	15.	16.	17.	18.	19.
USER UNIT		USER CODE	FROM	TO	MISSION CODE	USER CODE	FAA CODE
11. 12.		13. 14.	15.	16.	17.	18.	19.
USER UNIT		USER CODE	FROM	TO	MISSION CODE	USER CODE	FAA CODE

**Enter Mission Code that best describes the use or intended use of the aircraft.**

<b>AVIATION MANAGEMENT</b>	01 AIRCRAFT PILOT, UNIT INSP	18 PAX TRANSPORT
02 PILOT TRAINING	19 SURVEY / OBSERVATION	20 FERRY - PREPOSITIONING
03 AIRCRAFT MAINTENANCE	21 WILDLIFE / GAME COUNT	22 SEARCH / RESCUE
04 RESEARCH	23 LAW ENF / INVESTIGATION	24 RESEARCH
05 PAX TRANSPORT	25 AIR QUALITY MONITORING	26 FIRE MANAGEMENT
06 RECONNAISSANCE	27 PRESCRIBED BURNING	28 SPRAYING
07 DETECTION	29 CARGO TRANSPORT	30 AERIAL PHOTO
08 AIR TACTICAL	31 INFRARED	32 AERIAL ILLUMINATION
09 LEADPLANE	33 ACCIDENT INVESTIGATION	34 OTHER
10 REARLOAD	40 SEEDING / FERTILIZATION	41 MEDIVAC
11 SMOKEJUMPING		
12 RAPPILING		
13 EQUIP / SUPPLY TRANSPORT		
14 EQUIP / SUPPLY TRANSPORT		
15 INFRARED		
16 AERIAL ILLUMINATION		
17 OTHER		

**Enter User Code (1-25) for Forest Service sub-unit, department, or administrative office that is using the aircraft. Enter 26 if aircraft is used by a different agency.**

01 AVIATION AND FIRE MANAGEMENT	13 LAW ENFORCEMENT
02 ADMINISTRATIVE MANAGEMENT	14 MINERALS AND GEOLOGY
03 ADMINISTRATIVE SERVICES	15 OFFICE OF GENERAL COUNCIL
04 CIVIL RIGHTS	16 OFFICE OF INFORMATION
05 COMPUTER SERVICES	17 PERSONNEL MANAGEMENT
06 ENGINEERING	18 PROGRAM PLANNING AND BUDGETING
07 EXPERIMENT STATIONS	19 RANGE MANAGEMENT
08 FISCAL AND ACCOUNTING	20 RECREATION MANAGEMENT
09 FOREST PEST MANAGEMENT	21 REGIONAL FORESTER / FOREST SUPERVISOR
10 HUMAN RESOURCE PROGRAMS	22 STATE AND PRIVATE FORESTRY
11 LANDS	23 TIMBER MANAGEMENT
12 LAND MANAGEMENT PLANNING	24 WATERSHED AND AIR MANAGEMENT
13 LAW ENFORCEMENT	25 WILDLIFE MANAGEMENT
14 MINERALS AND GEOLOGY	26 OTHER AGENCIES AND COOPERATORS
15 OFFICE OF GENERAL COUNCIL	27 OTHER
16 OFFICE OF INFORMATION	
17 PERSONNEL MANAGEMENT	
18 PROGRAM PLANNING AND BUDGETING	
19 RANGE MANAGEMENT	
20 RECREATION MANAGEMENT	
21 REGIONAL FORESTER / FOREST SUPERVISOR	
22 STATE AND PRIVATE FORESTRY	
23 TIMBER MANAGEMENT	
24 WATERSHED AND AIR MANAGEMENT	
25 WILDLIFE MANAGEMENT	
26 OTHER AGENCIES AND COOPERATORS	
27 OTHER	

**Enter Pay Code for charges or credits according to Contract or Rental Agreement requirements.**

FT FLIGHT TIME	ST STANDBY - AS REQUIRED BY CONTRACT OR RENTAL
ES EXTENDED STANDBY - STANDBY IN EXCESS OF CONTRACT OR RENTAL AGREEMENT REQUIREMENT	AV AVAILABILITY - PAY FOR AIRCRAFT TO BE AVAILABLE FOR FLIGHT
NA NON-AVAILABILITY - AIRCRAFT NOT AVAILABLE DUE TO MAINTENANCE, ETC. - STANDBY OR AVAILABILITY TIME IS NOT ACCRUED	DD MANDATORY DAY OFF - FLIGHT CREW ON DAY OFF
ST SERVICE TRUCK CHARGES	ON OVERNIGHT CHARGES - ACCORDING TO CONTRACT OR RENTAL AGREEMENT
CH OTHER CHARGES - CHARGES WITHOUT SPECIFIC CODES	CR CREDITS - OTHER INVOICE CREDITS, AIRPORT LANDING FEES, ETC.
NF OTHER NON-FLIGHT CHARGES	SP SPECIAL PASSENGERS - ADMINISTRATIVE FLIGHTS ONLY
GU GUARANTEE - PAY GUARANTEED BY CONTRACT OR RENTAL AGREEMENT	

**Examples:**

MISSION CODE	PAY CODE	SITUATION
10	SB	AIRTANKER ON STANDBY FOR RETARDANT DROPS
28	AV	HELICOPTER ON AVAILABILITY FOR A SPRAY PROJECT
05	SB	FIXED-WING ON STANDBY TO FLY PASSENGERS TO A FIRE
05	FT	HELICOPTER TRANSPORTING CREWS ON A FIRE
10	FT	HELICOPTER DOING BUCKET WORK ON A FIRE
17	AV	HELICOPTER ON AVAILABILITY AT A FIRE
12	NA	HELICOPTER FOR HELTACK DOWN FOR MAINTENANCE
10	ST	SERVICE TRUCK CHARGE FOR HELICOPTER DOING BUCKET WORK ON A FIRE
05	ON	OVERNIGHT CHARGES FOR A HELICOPTER TRANSPORTING CREWS ON A FIRE
10	ES	EXTENDED STANDBY FOR A HELICOPTER DOING BUCKET WORK ON A FIRE
20	FT	FLIGHT TO PREPOSITION AN AIRCRAFT AT START OF CONTRACT PERIOD
14	ES	EXTENDED STANDBY FOR A HELICOPTER DOING SLING WORK ON A FIRE
16	FT	HELICOPTER DOING AERIAL IGNITION ON A FIRE

**INTERAGENCY HELICOPTER OPERATIONS GUIDE**  
**Appendix D - Contract Administration; Agency Flight Payment Documents**

**Exhibit D-7: Instructions For Completion Of USDA-FS  
6500-122**

**Flight Use Record (Cont.)**

1. INVOICE NUMBER <b>12345</b>										5. SUPPLYING UNIT CODE									
6. AIRCRAFT NAME										9. VENDOR NAME									
7. AIRCRAFT										8. AC TYPE (H, T, O)									
11. 12. USER										13. 14. FLIGHT OR RESOURCE ORDER NUMBER									
15. 16. FAA IDENTIFIER										17. 18. PILOT NAME(S)									
19. 20. NO. OF CREW MEMBERS										21. 22. 23. CARGO TYPE									
24. 25. CARGO LBS.										26. 27. 28. RETARDANT									
29. 30. RETARDANT F.W. & OIL										31. RETARDANT GALLONS									
32. 33. RETARDANT F.W. & OIL										34. 35. RETARDANT GALLONS									
36. 37. RETARDANT F.W. & OIL										38. 39. RETARDANT GALLONS									
39. 40. RETARDANT F.W. & OIL										41. 42. RETARDANT GALLONS									
42. 43. RETARDANT F.W. & OIL										44. 45. RETARDANT GALLONS									
45. 46. RETARDANT F.W. & OIL										47. 48. RETARDANT GALLONS									
48. 49. RETARDANT F.W. & OIL										50. 51. RETARDANT GALLONS									
51. 52. RETARDANT F.W. & OIL										53. 54. RETARDANT GALLONS									
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57. 58. RETARDANT F.W. & OIL										59. 60. RETARDANT GALLONS									
60. 61. RETARDANT F.W. & OIL										62. 63. RETARDANT GALLONS									
63. 64. RETARDANT F.W. & OIL										65. 66. RETARDANT GALLONS									
66. 67. RETARDANT F.W. & OIL										68. 69. RETARDANT GALLONS									
69. 70. RETARDANT F.W. & OIL										71. 72. RETARDANT GALLONS									
72. 73. RETARDANT F.W. & OIL										74. 75. RETARDANT GALLONS									
75. 76. RETARDANT F.W. & OIL										77. 78. RETARDANT GALLONS									
78. 79. RETARDANT F.W. & OIL										80. 81. RETARDANT GALLONS									
81. 82. RETARDANT F.W. & OIL										83. 84. RETARDANT GALLONS									
84. 85. RETARDANT F.W. & OIL										86. 87. RETARDANT GALLONS									
87. 88. RETARDANT F.W. & OIL										89. 90. RETARDANT GALLONS									
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138. 139. RETARDANT F.W. & OIL										139. 140. RETARDANT GALLONS									
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169. 170. RETARDANT F.W. & OIL										171. 172. RETARDANT GALLONS									
172. 173. RETARDANT F.W. & OIL										174. 175. RETARDANT GALLONS									
175. 176. RETARDANT F.W. & OIL										177. 178. RETARDANT GALLONS									
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183. 184. RETARDANT F.W. & OIL										185. 186. RETARDANT GALLONS									
186. 187. RETARDANT F.W. & OIL										188. 189. RETARDANT GALLONS									
189. 190. RETARDANT F.W. & OIL										191. 192. RETARDANT GALLONS									
192. 193. RETARDANT F.W. & OIL										194. 195. RETARDANT GALLONS									
195. 196. RETARDANT F.W. & OIL										197. 198. RETARDANT GALLONS									
198. 199. RETARDANT F.W. & OIL										199. 200. RETARDANT GALLONS									
200. 201. RETARDANT F.W. & OIL										202. 203. RETARDANT GALLONS									
203. 204. RETARDANT F.W. & OIL										205. 206. RETARDANT GALLONS									
206. 207. RETARDANT F.W. & OIL										208. 209. RETARDANT GALLONS									
209. 210. RETARDANT F.W. & OIL										211. 212. RETARDANT GALLONS									
212. 213. RETARDANT F.W. & OIL										214. 215. RETARDANT GALLONS									
215. 216. RETARDANT F.W. & OIL										217. 218. RETARDANT GALLONS									
218. 219. RETARDANT F.W. & OIL										219. 220. RETARDANT GALLONS									
220. 221. RETARDANT F.W. & OIL										222. 223. RETARDANT GALLONS									
223. 224. RETARDANT F.W. & OIL										225. 226. RETARDANT GALLONS									
226. 227. RETARDANT F.W. & OIL										228. 229. RETARDANT GALLONS									
229. 230. RETARDANT F.W. & OIL										231. 232. RETARDANT GALLONS									
232. 233. RETARDANT F.W. & OIL										233. 234. RETARDANT GALLONS									
234. 235. RETARDANT F.W. & OIL										235. 236. RETARDANT GALLONS									
236. 237. RETARDANT F.W. & OIL										237. 238. RETARDANT GALLONS									
238. 239. RETARDANT F.W. & OIL										239. 240. RETARDANT GALLONS									
240. 241. RETARDANT F.W. & OIL										241. 242. RETARDANT GALLONS									
242. 243. RETARDANT F.W. & OIL										243. 244. RETARDANT GALLONS									
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Exhibit D-8: Instructions For Completion Of USDA-FS  
6500-122

### Flight Use Record (Cont.)

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